



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**

Division of Workforce Solutions  
Bureau of Workforce Programs

**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

**FROM:** Stephen M. Dow  
Employment Support Unit  
Workforce Policy Development Section

**BWP OPERATIONS MEMO**

**No.:** 01-82

**File:** 2444  
2445

**Date:** 12/17/2001

**Non W-2** ☐ **W-2** ☒ **CC** ☐

**PRIORITY:** High

**SUBJECT: ACTIVITY CODE ADDITIONS FOR WAA AND WtW**

**CROSS REFERENCE:** All work program activity codes must be used in conjunction with the policy for the programs:

- **Workforce Attachment and Advancement (WAA) Program Guide**
- **Welfare-to-Work Program Guide**
- **Operations Memo 01-50**

**EFFECTIVE DATE:** CARES Production: January 25, 2002  
Agency Actions: January 28, 2002

**NOTE:** Agencies are required to share this information with all subcontractors.

**PURPOSE**

This memo describes 2 activity codes that will be reactivated on WPCS for use in the Workforce Attachment and Advancement (WAA) and Welfare-to-Work (WtW) programs.

**BACKGROUND**

DWD established a list of activity codes for the CARES system to indicate the types of activities participants take part in to advance to unsubsidized employment. As the programs mature, the codes also need to expand to fit the changing needs of the services and participants. Two earlier Operations Memos (01-50 and 01-59) were released with several new codes. Since that time, we have determined there is an additional need for 2 codes to track the allowable education and training activities in the WAA and WtW programs.

**POLICY**

WAA and WtW program policy allows for participation in education and training that helps participants retain or advance in employment. Allowable activities include technical college programs, 2-year associate degree programs, and 4-year programs (though it should be noted that WAA and WtW should not duplicate other available sources of funding, such as financial aid).

These new codes will be valid for WAA and WtW only. For participants who are co-enrolled in WtW or WAA and W-2, these codes should only be used to track WAA and WtW activities. If a participant is co-enrolled in W-2 and either WtW or WAA and placed in activities that are tracked in the Technical College (TC) component, then he/she should not be placed in one of the components described below.

**ACTION NEEDED**

Place all participants currently in the more general Job Skills Training (JS) code in the appropriate newly activated component, according to the definitions of these codes.

**DEFINITION OF COMPONENTS****B2 - SELF INITIATED 2 YEARS**

Report this component if the individual is self-initiated with an approved Employability Plan and in an education program which leads to a 2 year Diploma or Associate Degree.

Valid for: WAA, WtW

**B3 - SELF INITIATED 3-4 YEARS**

Report this component if the individual is self initiated with an approved Employability Plan and in an 3-4 year education program which leads to a Diploma or Associate Degree

Valid for: WAA, WtW

**CONTACT**

DWS CARES Information and Problem Resolution Center

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**Note:** Email contacts are preferred. Thank you.